

Employees Payroll Predictive/Production Reports Resolutions Guide

Below are some recommended actions your department/agency can take to avoid employees' checks being held due to insufficient funding. Depending on your specific case, you might only need to use one of them or a combination. These recommendations will work best when you act early and when not used as temporary fixes.

OPTION 1: Submit PCRS Rules Application, when applicable and as soon as you find out about your department/agency payroll appropriation deficiency. Once your PCRS Rules are approved, you must then redistribute charges to the appropriation using your department's default screen (pre-payroll run) or clear XF's (post-payroll run). Please allow processing time between submit and approval on PCRS Table.

OR / AND

OPTION 2: Submit request to ANF to increase your payroll appropriation allotment so that the unexpended amount will be enough to cover your payroll expenditure. Again allow processing time between submit and approval.

OR / AND

OPTION 3: Reduce scheduled payments on HRCMS. An example of this is to decrease the pay amount to an employee(s) that equate to your unfunded amount, this eventually leaves sufficient dollars to cover payroll.

If none of these solutions applies to your case, please feel free to contact CTR Payroll Unit.

Note: If employee(s) checks were held after Tuesday payroll run please notify CTR Payroll Unit immediately to release and post-payroll resolution.